

HOW TO OBTAIN A COPY OF CERTAIN REPORTS

1. YOU MAY MAIL IN YOUR REQUEST. (Please attempt to include following information)

Incident/Case Number (if available)
Full name, DOB and Soc Security number of person(s) involved
Date of Accident or Incident
Time of Accident or Incident
Location of Accident or Incident
Self-addressed stamped envelope
Address where copy of report is to be mailed OR
Fax number where copy of report is to be faxed
Include payment for copy of report made out to CITY OF WICHITA

**Mail to: Wichita Police Department
Accident and Theft
455 N. Main
Wichita, KS 67202**

2. YOU MAY GO TO CITY HALL, 455 N. MAIN, 5TH FLOOR (Police Records)

Must be before 3 pm
Please bring with you the following information:
Incident/Case number (if available)
Date of Accident or Incident
Time of Accident or Incident
Location of Accident or Incident
Address where copy of report is to be mailed OR
Fax number where copy of report is to be faxed
Payment for copy of report

ALL COPIES OF REPORTS WILL EITHER BE MAILED OUT OR FAXED. COPIES OF REPORTS WILL NOT BE OBTAINED THE SAME DAY BUT WILL BE SENT IN 2-10 WORKING DAYS. PAYMENT SHOULD BE IN THE FORM OF CHECK, MONEY ORDER OR EXACT AMOUNT IN CASH AS THEY ARE NOT ABLE TO MAKE CHANGE.

THE COST FOR REPORTS ARE AS FOLLOWS:

Automobile accident-mailed	\$16.00
Automobile accident-faxed	\$20.00
Theft/vandalism/burglary report-mailed	\$10.00
Theft/vandalism/burglary report-faxed	\$12.00
Clearance Letters (must include copy of photo ID)	\$15.00
Criminal History background checks	\$15.00
Crime scene photos	\$4.00 each
Motion for production of records	\$15

(If report was made over phone with Case Desk and officer was not on scene, there is no charge for copies of theft/vandalism/burglary, if they are mailed out.)